



Google Slides

Table of Contents

About Google Slides	3
Access Google Slides	3
Google Slides Home Page	3
Create a New Presentation	4
Name the Presentation	4
Choose a Theme	5
Add and Edit Content	5
Customize your Slides	6
Create and Arrange Slides	7
Collaborate	7
Real Time Edits	7
Add Comments	8
Present	8
Print and Download	9
Print	9
Download Other Formats	9
Make a Copy	10

Email as an Attachment	10
Tips	10
Master Slides	10
Embed Presentations in Western Online	10

About Google Slides

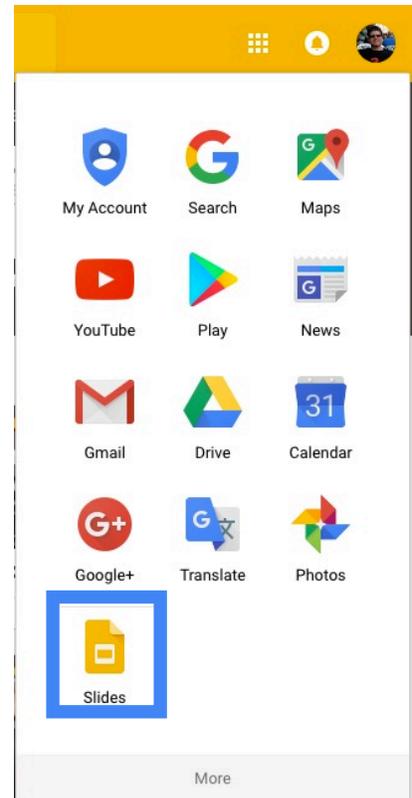
Google Docs is a web-based tool used to create presentation slides similar to Microsoft PowerPoint. You can build presentations right in your web browser - no special software is required. Multiple people can work on slides at the same time, you can see people's changes as they make them, and every change is automatically saved.

Access Google Slides

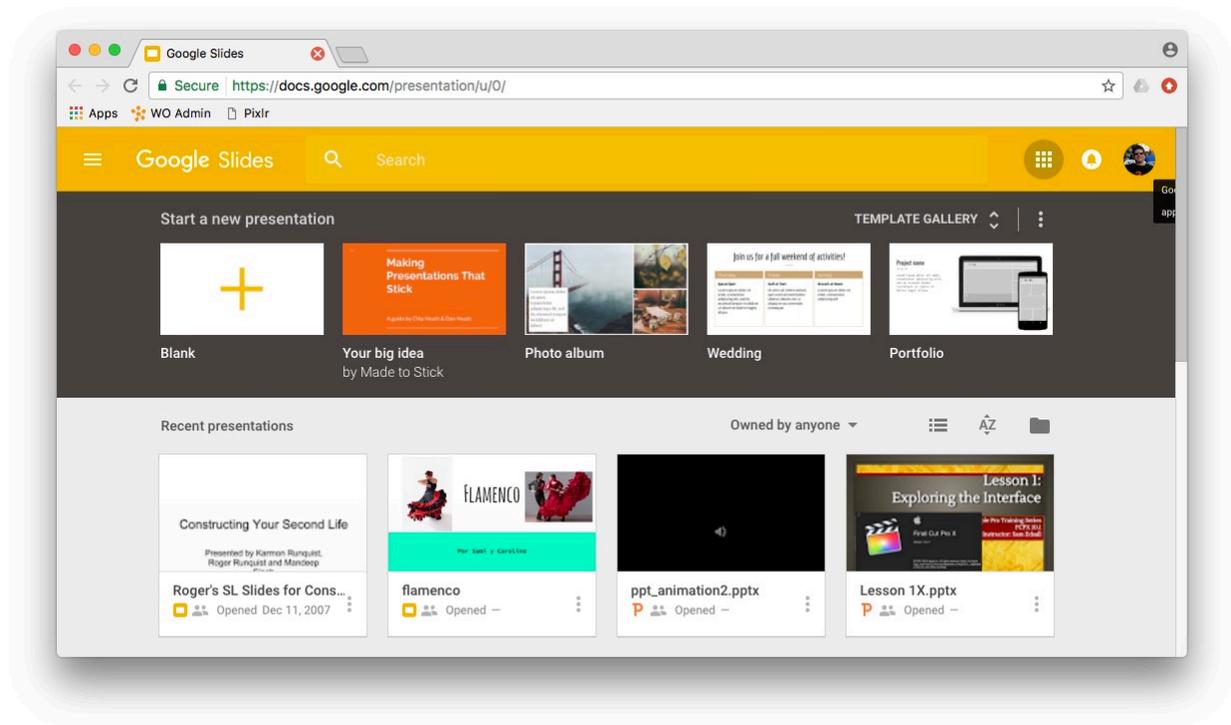
To get to Slides from any Google page, click the app launcher at the top right and click the **Slides** icon.

NOTE: The app launcher can be customized in terms of icon location, so the location of your Slides icon may be in a different spot in the list.

If you are using Slides for the first time, you may need to click the More link at the bottom of the app launcher window.

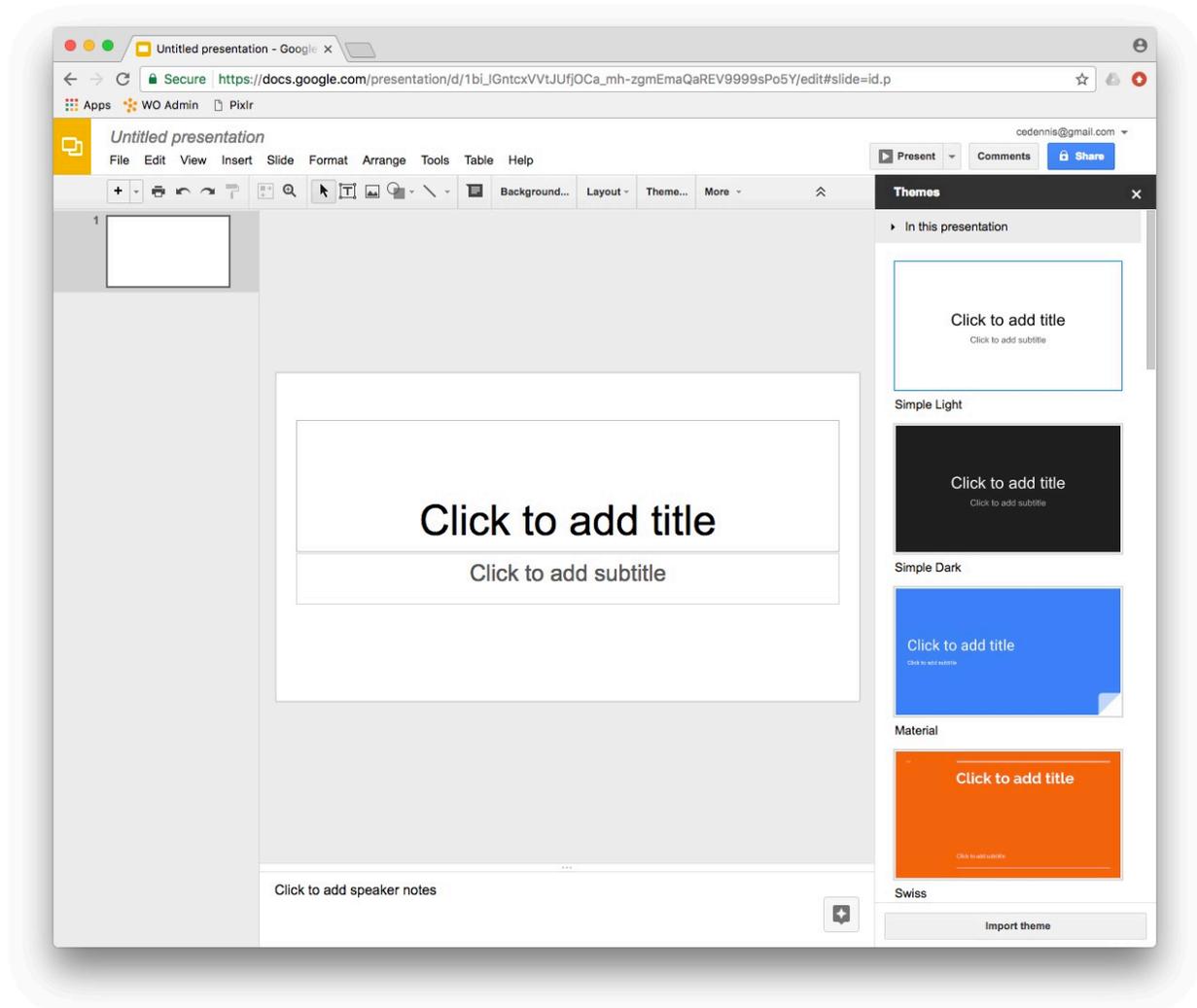


Google Slides Home Page



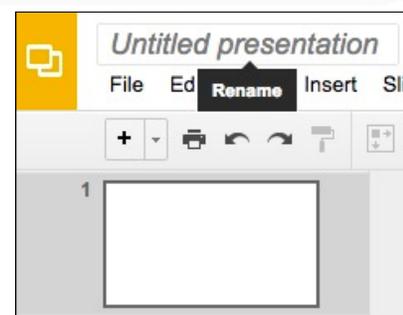
Create a New Presentation

From the Slides home page you can click once to create a blank presentation, create a presentation from a template, or open recent presentation. To create a new presentation simply click the **Blank** template icon. You will see the following.



Name the Presentation

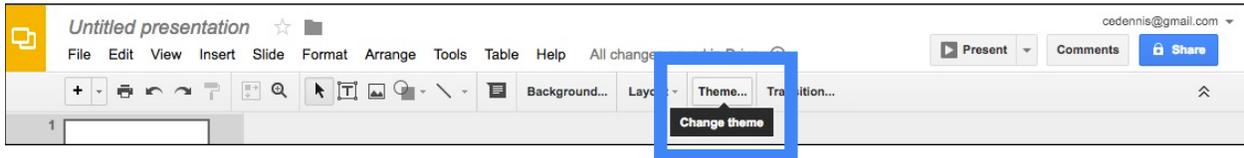
Click the area that says **Untitled presentation** on the upper left to name the presentation (or click **File** and choose **Rename**).



Choose a Theme

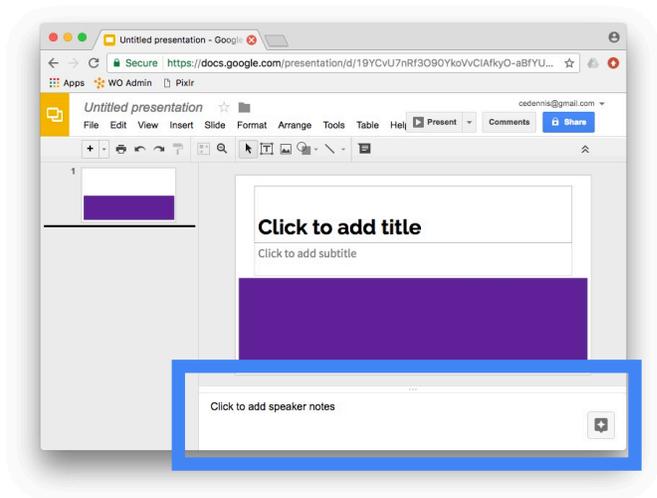
When you first create a presentation, the themes pane will appear on the right side of the screen. Click a theme to give all your slides the same background and text styles for a consistent look and feel.

- Click the **X** on the upper right of the themes pane to close it
- Click the **Themes** button in the tool bar to reopen it



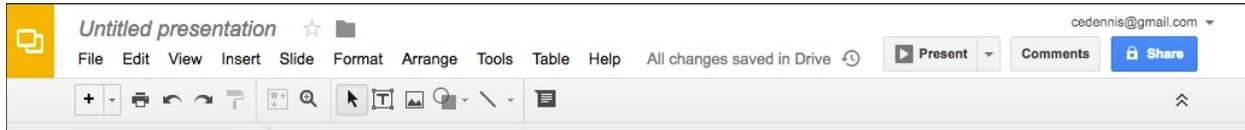
Add and Edit Content

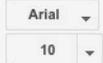
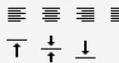
- **Add text:** Click the text placeholder areas on each slide to start typing in your text. You can also create your own text areas by adding a text box:
 - Click **Insert** and choose **Text box**, then click inside the text boxes to type in them. You can also move, delete, or re-size text boxes.
- **Add images, videos, and more:** Use **Insert** in the tool bar to add more to your presentation. Inserted items can be moved, deleted, and re-sized. Inserted items include:
 - Images
 - Links
 - Videos
 - Word Art
 - Shapes
 - Tables
 - Slide Numbers
- **Add notes:** Use speaker notes to keep track of your talking points for each slide. In the presentation editor, notes appear beneath the current slide. When you present your slides, your speaker notes show in a separate window.



Customize your Slides

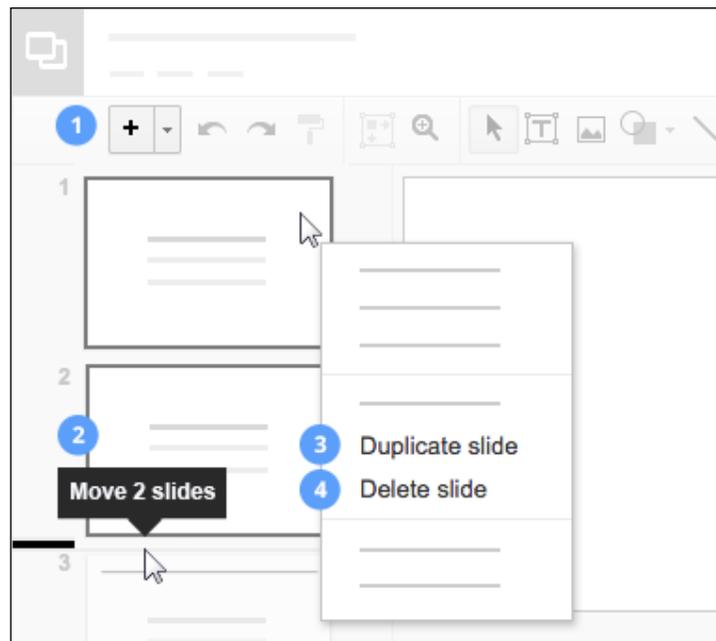
Use the tools and menu options along the top to format and customize the presentation.



	Create new slide.
	Undo or Redo your last changes.
	Copy formatting from one section of text and apply it to another section.
	Zoom in or out.
	Select an item on your slide.
	Add a text box, image, shape, or line.
	Change your slide's layout.
	Change your presentation's theme.
	Add transitions between your slides.
	Change font or font size.
	Add bold, italics, underline, and font color.
	Insert a link for selected text.
	Insert a comment.
	Choose text alignment.
	Choose line spacing, bulleted and numbered lists, indents, background colors, and other tools.

Create and Arrange Slides

1. **New slide** - There are several ways to create a new slide. The easiest is to click the **+** button in the toolbar. You can choose a layout for the new slide by clicking the drop down arrow.
2. **Move slide** - In the list of slides on the left, drag the slide you want to move to a different position in the presentation. Select multiple slides to move several at a time.
3. **Duplicate slide** - Right-click the slide you want to duplicate in the sidebar and select **Duplicate slide**.
4. **Delete slide** - Right-click the slide you want to delete in the sidebar and select **Delete slide**. You can also select the slide and hit the delete key on your keyboard.

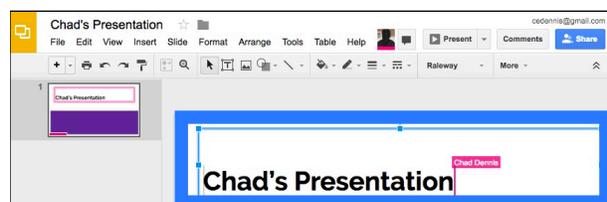


Collaborate

Real Time Edits

When a presentation is shared using the steps in the Google Drive handout (pages 3 - 4), anyone with **Can edit** permissions can edit the presentation. Multiple people can edit a presentation and the edits can be seen by everyone in real time.

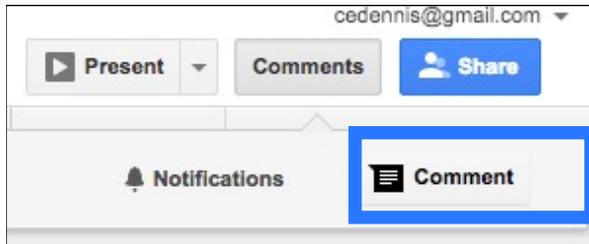
When a collaborator makes an edit to a presentation, other collaborators can see their name connected to a little color coded icon connected to the text.



Add Comments

If you can't collaborate in real time, you can leave feedback and questions on the side for collaborators to look at when they open the presentation.

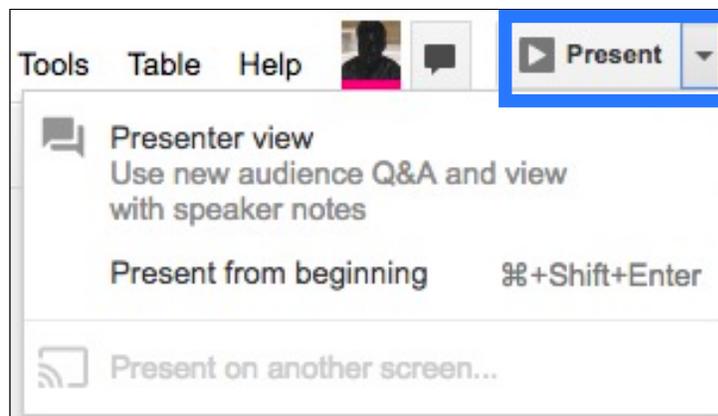
- Select a section of the slide
- In the toolbar, click the **Comment** button, then click **Comment**
- Add your notes and click **Comment**



If a comment is important for a specific collaborator to see, enter + followed by their address. For example, +ce-dennis@gmail.com. They'll get an email with your comment, along with a link to the presentation.

Present

When you're ready to present your slides, click **Present** button at the top of the page. Click the Down arrow to see more options. To see your speaker notes, choose **Presenter view**.



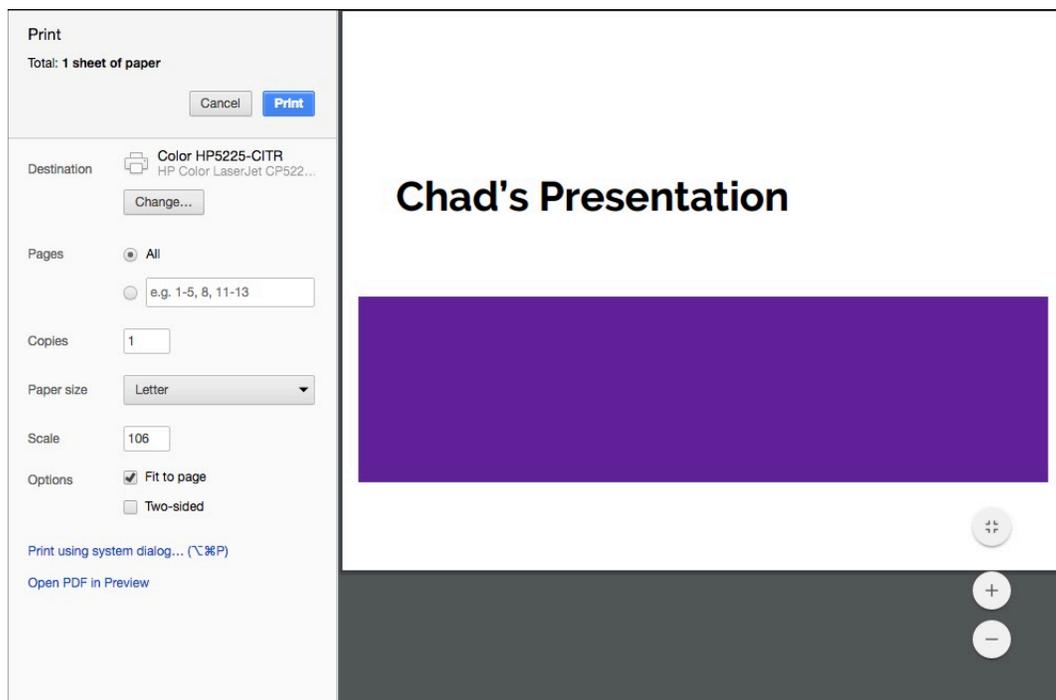
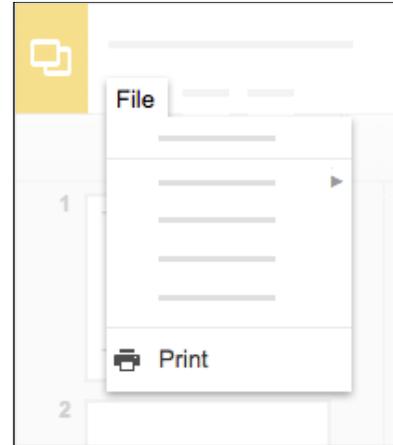
Print and Download

Print

To print your presentation, do one of the following:

- Click **File** and choose **Print**
- Click the **Print** icon on the far left of the toolbar

In the preview that appears, you can scroll through your presentation on the right, and choose print options on the left.



Download Other Formats

To download your presentation so it can be opened by other programs, click **File** and choose **Download as** and choose one of the following formats:

- Microsoft PowerPoint (.pptx)
- OPD Document (.opd)
- PDF Document (.pdf)
- Plain Text (.txt)
- JPEG image (.jpg, current slide)
- PNG image (.png, current slide)
- Scalable Vector Graphics (.svg)

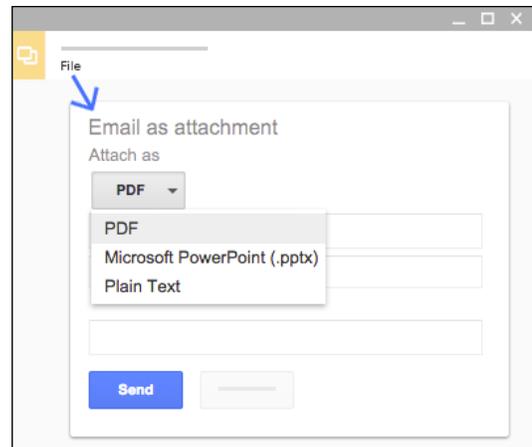
Make a Copy

To make a copy of your presentation, click **File** and choose **Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.

Email as an Attachment

If you need to collaborate with someone on your presentation in a different program or format, such as PowerPoint or PDF, you can email it as an attachment. However, this sends a copy of the presentation instead of sharing the original, so you won't be able to use the collaboration tools.

- Click **File** and choose **Email as attachment...**
- Select a format
- Enter the email addresses you want to send copies to
- Enter a message (Optional)
- Click **Send**



Tips

Master Slides

To edit master slides click **Slide** in the tool bar and choose **Edit master**. You can modify the template layouts for your slides, from the title slide to those that show bullet-point lists.

Embed Presentations in Western Online

- Click **File** and choose **Publish to the web**
- Click the **Embed** option
- Click the **Publish** button
- Click **OK** to confirm
- Copy the provided embed code
- In your Western Online course, click **Resources** and choose **Content**
- Select or create a learning module
- Click the **Upload/Create** button and choose **Create a File**
- Give the page a name
- Put your cursor in the HTML editor and click the **Upload Stuff** icon (very first icon)
- Click **Enter Embed Code** on the left
- Paste the code and click **Next**
- Click **Insert**